

# **County of Roanoke Capital Improvements Program (CIP) Review Committee**

## **Meeting Summary – September 24, 2003**

Meeting place: Roanoke County Admin Bldg, 1<sup>st</sup> floor Board Room

Meeting time: 4 – 5:30pm

### **Agenda Discussion Items:**

- ✓ Introduction of Office of Management & Budget (OMB) Facilitators and Committee Members. All present with the exception of Windsor Hills Representative.
- ✓ Reviewed Committee Goals and Objectives (Tab 1 in Committee Notebook)
- ✓ Discussed information behind Tab 3 in Committee Notebook:
  - The fundamentals of a Capital Improvement Program and the 11 key steps to develop a CIP
  - Benchmark research conducted by the Office of Management & Budget
  - The qualifications of a CIP defined by the County of Roanoke, and the County's current and proposed capital submittal and adoption processes
- ✓ Reviewed the County's Debt Policy and Outstanding Debt – information found behind Tab 4 of the Committee Notebook. Also reviewed handouts on issued debt, bond issues, and pay-as-you-go purchases.
- ✓ Discussed County mission statement and CIP Evaluation Policies (Tab 5 in Committee Notebook). Will spend time during 2<sup>nd</sup> committee meeting discussing and adopting Evaluation Policies and developing Prioritization Criteria. OMB will distribute DRAFT prioritization worksheet prior to next meeting. Committee members are asked to review this DRAFT worksheet and bring thoughts, suggestions, and questions to next meeting for discussion in developing final Prioritization Criteria.
- ✓ Reviewed tentative Committee time-line with emphasis on the goal to give priority recommendations to Board of Supervisors by Dec 2003 / Jan 2004.

### **Other Discussion:**

Committee members requested email-distribution list. OMB will provide before next meeting.

Members requested information on capital spending for County and Schools for last 10 years and future capital needs for Schools. OMB will provide at next meeting.

Next Meeting: October 1, 2003 4pm